

Approved For Release 2000/06/05 : CIA-RDP78-05244A000300020008-5

14 April 1967

OFFICE OF FINANCE INSTRUCTION NO. 58, Revised

SUBJECT : General - Duty Outside of U. S.

Specific - Collection of Data on Duty Performed
by Staff Personnel While Abroad

RESCISSION: OFI No. 58, dated 25 June 1958

1. PURPOSE

- a. This Instruction provides procedures for abstracting from records received in the Office of Finance and by decentralized certifying officers data concerning duty performed abroad by staff employees and staff agents so that such data may be made a part of the Agency's personnel record of overseas service.
- b. These procedures do not provide a comprehensive record of all service abroad for all categories of Agency personnel. All inclusive coverage is impractical because of the diverse methods and decentralized authority used both at headquarters and in certain field stations. For example, TDY travel of certain staff employees and staff agents may be processed at field stations; services abroad of many career agents are controlled and documented by projects outside of the Agency under the supervision of operating components. Reports of services abroad based on procedures prescribed in this Instruction will provide only a partial record of overseas service to support the selection of personnel for participation in the CIA Retirement and Disability System. Therefore, for particular individuals to become participants in the retirement system, records of some service abroad will have to be obtained from sources outside of the Office of Finance and from records in the Office of Finance in the case of certain agent personnel not reported routinely under this Instruction.

2. POLICY

- a. The Office of Finance will prepare reports of data on periods of service performed abroad by all staff employees and staff agents.

GROUP 1
Excluded from automatic
downgrading and
declassification

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for whom such information is available in the Office of Finance and forward such reports to the Office of Personnel for recording purposes. Those offices and components operating under decentralized certifying authority (OFI 104) will comply with these reporting procedures insofar as applicable.

- b. All staff employees and staff agents of the Agency: (1) serving tours of duty abroad, (2) traveling abroad on temporary duty from the United States and return to the United States or (3) performing temporary duty abroad en route to or from a new PCS post shall have such periods of service or duty reported for personnel record purposes. Duty abroad of U. S. citizens hired abroad as staff employees or staff agents will be reported, even though there is no transfer from the States to a post abroad.
- c. Periods of reportable service will include all officially excused absences (such as annual leave, sick leave, LWOP, etc.) from the overseas TDY or PCS post of duty except absences for leave travel between PCS tours including tours at the same station - see paragraph 2.d. below.
- d. Periods of travel between PCS tours for leave purposes, including home leave, are to be excluded as reportable service abroad regardless of whether such travel and annual or home leave occurs between two tours at the same station or between tours at different stations. The date of departure from a PCS station for travel and leave purposes shall be reported as the end of a period of service abroad and the date of return to the same station or arrival at a new station shall be reported as the beginning date of a new period of service abroad.

3. PROCEDURES

- a. The Compensation and Tax Division (for PCS duty and for TDY duty en route to a PCS post) and the Certification and Liaison Division (for all other TDY duty) shall prepare an original only of Form No. 1451a, (Revised) Report of Service Abroad, for all service abroad of staff employees and staff agents. The completed reports will be sent to the Office of Personnel for recording. Each Division shall be responsible for devising internal instructions and procedures to insure effective reporting of service abroad as indicated in 3.b. below.
- b. Specific instructions for the preparation of Form No. 1451a (Attachment A) are as follows:
 - (1) Employee Serial No. (Items 1-6) - Insert the employee's serial number as used for payroll purposes.

- (2) Name of Individual (Items 7-24) - Insert the name [REDACTED] exactly as it

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appears on the payroll records or the travel order, with the last name first, followed by the first name and middle name or initial.

(3) PCS Service

- (a) Arrival and Departure Dates (Items 25-36) - Insert the date of arrival at a station or the date of departure from a station as applicable. See paragraphs 2.c. and d. above. Use the numeric method of expressing dates for month, day and year respectively, for example, 8 June 1966 will be written in the six boxes provided as

0	6	0	8	6	6
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. Insert a zero (0) in the first block of both the month and day spaces when only a single digit is used, as in the example, so that all of the boxes are filled in for proper sequence of punching.

NOTE: When a dispatch from a field station reports an individual's arrival and also reports TDY en route to the PCS station, such TDY should be reported on the same Form 1451a as is used to report the PCS arrival date. Prepare the report on the TDY en route as prescribed under paragraph 3b(4) below.

- (b) Type of Data (Item 37) - Insert the appropriate code number as follows: 1 - PCS (Basic); 3 - Correction; or 5 - Cancellation.
- (c) Country - Add the name of the country, island or possession where the PCS station or base is located. If the location of the post is unknown in the payroll office, use the "location undetermined" code in lieu of a country, but complete the report in all other respects.
- (d) Country Code (Item 40-42) - Insert the digital code for the country, island, possession or "location undetermined," as identified in Attachment B.

(4) TDY Service

- (a) Arrival and Departure Dates (Items 25-36) - Insert the date of arrival at the first duty point abroad and the date of departure from the last duty point abroad for return to the continental U. S. In case of TDY en route to or from a new PCS post, insert the date of arrival at and departure from such duty point. Use the numeric method of expressing dates as explained in paragraph 3.b.(3)(a) above. Prepare Form No. 1451a only after receipt of the final voucher for a TDY travel period so that a complete trip can be reported on one form.

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- (b) Type of Data (Item 37) - Insert the appropriate code number as follows: 2 - TDY (Basic); 4 - Correction; or 6 - Cancellation.
 - (c) Area(s) - Designate the geographic area(s) visited (e.g., WH, NE). Cities or countries need not be stated.
 - (d) Area Code (Items 40-42) - Insert the numeric area code involved. (See Attachment B.) If more than one area was visited, insert the numeric area code for the area in which the longest period of official duty was performed.
 - (5) Source Document and Certification - Identify the type of source document from which the data reported were taken by checking an appropriate box. Add the pertinent document number and date for future reference if verification is needed.
 - (6) Remarks - Use as necessary for explanation or additional identification of source document, etc.
 - (7) Prepared by - Check appropriate space to indicate unit preparing the record. Components operating under decentralized certifying authority will check the DCO space.
 - (8) Report Annotated - Whenever a Report of Service Abroad is prepared, the basic control document, such as the travel voucher for TDY and the pay card for PCS shall be annotated to indicate that a report was prepared, and the appropriate box on Form 1451a will be checked.
 - (9) Certification - Indicate the date of preparation of the form. Designated individuals in each Division shall certify as to the correctness of the data being reported.
- c. Completed reports shall be forwarded to the Office of Personnel, Transactions and Records Branch, Status Section.

4. CHECK LISTS OF UNREPORTED DATA

To ensure as comprehensive a system for reporting PCS service abroad as possible, the Office of Personnel has arranged to prepare listings of PCS service abroad for review and action in the Office of Finance as follows:


- a. Quarterly listing by confidential and vouchered funds will be provided to the Compensation and Tax Division containing the names of all staff personnel who, according to official personnel actions (Form 1150), had been assigned to or from stations or

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bases abroad, and for whom Forms 1451a have not been received to report arrivals or departures of such personnel within the 90 days following the dates of the personnel actions.

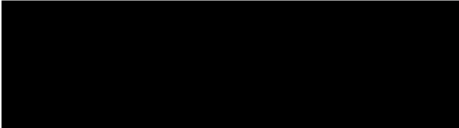
- b. The Compensation and Tax Division shall examine the quarterly listings and, as appropriate, prepare a Form 1451a for each person for whom a previous report was not made if records of that Division indicate that the individual actually transferred PCS as provided by the personnel action. If a previous report had been prepared according to the annotation on the Office of Finance control record, a Form 1451a shall be prepared and marked "DUPLICATE" across the top. Such duplicate reports will be processed only after confirmation is made by Office of Personnel that the original Form 1451a is not available.

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R. H. FUCHS
Director of Finance

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CONCUR:


Office of Personnel

2 May 1967
Date

~~SECRET~~
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6	(Print)	7-24	

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (*One only*). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 4 - CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO	DATE	SIGNATURE
C & L DIVISION, CTOR.		
C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

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